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Supply

**LOGISTICS MATERIEL CONTROL ACTIVITY
OPERATING POLICIES**

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This Policy establishes the Logistics Materiel Control Activity (LMCA) and implements the special supply policies and procedures in support of AFMC Research, Development, Test, and Evaluation (RDT&E) activities as prescribed in AFMAN 23-110, Volume II, Part Two, Chapter 21. The LMCA is the focal point among AFMC RDT&E activities, the Standard Base Supply System (SBSS), and supporting contracting activities. This policy permits the best use of the SBSS and provides effective methods for meeting requirements directly through contracting channels. It outlines procedures for resource discipline; protection of property; and prevention from fraud, waste, and abuse. This policy applies to all authorized AFMC RDT&E activities. This policy does not apply to US Air Force Reserve or Air National Guard units or members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Authorized Users of this Policy. AFMC RDT&E activities listed in AFMCI 23-201, *Logistics Materiel Control Activity Operating Instruction*, shall utilize this policy directive. Activities that are tenants on other major command (MAJCOM) bases must make sure host-tenant support agreements (described in AFI 25-201, *Support Agreements Procedures*) and contracts that require supply support from AFMC activities stipulate that supply support procedures conform to this policy and AFMAN 23-110, Volume II, Part Two, Chapter 21.

2. Implementing This Policy. HQ AFMC/LG implements this policy, provides logistics guidance, and oversees the use of this policy by activities listed in AFMCI 23-201.

3. Changes and Waivers to this Policy. LMCAs are encouraged to recommend changes to this policy, and send recommendations to HQ AFMC/LGS for review.

3.1. Send requests for waivers, with justification, to HQ AFMC/LGS, who evaluates requests. Waivers remain in effect for the life of the publication. Waiver justifications must show how proposed procedures will improve internal controls or simplify the process without loss of system integrity or management control.

3.2. Activities listed in AFMCI 23-201 will use procedures in AFMAN 23-110, Volume II, Part Two. This includes the exceptions in Chapter 21. When there is a conflict between Chapter 21 and other AFMAN 23-110 Volumes and Parts, Chapter 21 applies.

3.3. LMCAs follow the procedures in AFI 37-160, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*, to prepare local operating instructions (OI). This policy is not specific in nature; it allows the LMCAs to:

3.3.1. Deviate from normal procedures due to mission requirements. LMCAs will prepare local OIs stating which parts of this policy they do not use. For example, if staffing is not sufficient to pick-up and deliver property to the customer, the LMCAs can request a waiver to be exempted. Only those LMCAs with approved HQ AFMC/LGS waivers are authorized to deviate from procedures in this policy.

3.3.2. Publish, without HQ AFMC/LGS approval, OIs that implement this policy.

3.3.3. Send HQ AFMC/LGS one copy of each published waiver and OI.

4. Setting Up a LMCA. AFMC activities that want to establish a LMCA or would like to have the MAJ-COM staff complete a feasibility study must send a written request to HQ AFMC/LGS. The request must indicate the organization and a point of contact and be signed by the organization commander or director.

4.1. Once the request is approved by HQ AFMC/LG, HQ AFMC/LGS formally establishes the LMCA by issuing an interim message change to this policy.

4.1.1. RDT&E activities setup the LMCA. LMCAs are the focal point for materiel support between the RDT&E activity, and the SBSS. LMCAs are authorized direct procurement authority to bypass the AF stock fund for conditions affecting RDT&E.

4.1.2. The LMCAs receive supply and equipment requests.

4.1.3. The LMCAs receive, turn in, dispose of, deliver or temporarily store supplies and equipment. They also validate and control in-use equipment.

4.1.4. A LMCA is a part of the activity that establishes it. It is either staffed from the activity's resources based on HQ AFMC/LGS recommendations or staffed as a contractor activity based on the result of a cost comparison study. An activity failure to allot sufficient resources to a LMCA may result in the LMCA being disestablished by HQ AFMC/LGS.

4.1.5. The LMCA project funds are required to reimburse the stock fund for supplies and equipment obtained from the SBSS. LMCA chiefs must ensure their funding requirements projections reflect the most realistic data available. LMCA chiefs must also revise their projections as programs significantly change. AFMAN 23-110 provides customer instructions for dealing with the SBSS stock fund manager.

4.1.6. The LMCA establishes a computer controlled material ordering process to control customer requirements and provide a customer feedback information system. LMCAs designate a system manager as a focal point for computer operations.

5. LMCA Conference. The LMCA chiefs will meet semi-annually or as required. The purpose of the conference is to provide a crossfeed of information between HQ AFMC and the LMCAs. LMCA customer support performance data/history will be briefed by the LMCA chiefs at these conferences to facilitate the exchange of lessons learned and possible utilization of newly identified business practices that may have command wide application in improving RDT&E customer support.

6. LMCA Advisory Council (LAC). The LAC is a representative body of three LMCA chiefs. The LAC seeks to improve overall logistics support to AFMC activities supported by LMCAs. The LAC is established by a formal charter approved by HQ AFMC/LGS and AFRL/DS. LAC members will be elected by the LMCA chiefs. LAC membership will consist of three officers (Chairperson, Vice-Chairperson, and Recorder). LAC members may be either LMCA military or civilian government employees, or Quality Assurance Evaluator (QAE/Functional Area Chief (FAC) of contractor-operated LMCAs listed in AFMCI 23-201.

6.1. LAC organization, membership, operation, and meetings are outlined in the LAC charter.

6.1.1. LAC members will be elected by a majority vote of the LMCA chiefs and/or their representatives in session at the semi annual LAC/LMCA Chief meetings using a closed ballot method. The member receiving the majority of the votes shall be elected as the LAC Chairperson. The member receiving the second most votes shall be elected as the LAC Vice- Chairperson. The member receiving the third most votes shall be elected as the Recorder. LAC members will be elected for a two year term. Council members may be reelected to serve consecutive terms without limit. LAC membership may also be rescinded by a majority vote of the LMCA Chiefs and/or their representatives in session during the semi-annual LAC/LMCA Chief meetings.

6.2. Requests for changes to the LAC charter will be sent through the LAC chairperson to HQ AFMC LGS and AFRL/DS for final approval.

7. Automated Materiel Control System (AMCS). The AMCS is the primary computer for AFMC RDT&E activities identified in AFMCI 23-201. LMCAs not using AMCS are required to provide the same or higher level of support and information systems for materiel matters.

Gary T. McCoy, Colonel, USAF
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